

DD/MPS Registry
File Removal 15

13 FEB 1974

DD FORMS 74-0539

MEMORANDUM FOR: Deputy Director for Management and Services
SUBJECT : Recruitment of Telecommunications Specialists

1. Based on a statistical analysis of our personnel history, we projected a loss of 42 Telecommunications Specialists during FY-74 through retirement and attrition. Because of the hiring freeze we have been unable to fully counteract our losses. We now find that we will enter FY-75 under-strength in the TC/S category and we anticipate a vacancy of 15 in this category by mid-September 1974. Your approval is requested to recruit and hire 15 TC/S candidates for a Basic TC/S class [] beginning 1 May 1974.

2. Telecommunications Specialists number [] personnel ranging in grade from GS-08 to GS-13. They represent approximately [] of all of the OC personnel stationed overseas. Most of the personnel in this category are those individuals who operate the radio, teletype and cryptographic equipment in the Agency's world-wide telecommunications system. TC/S personnel require six months of full-time, formal training in our school [] before they are considered to be productive and assignable overseas. Because up to three months of pre-employment processing is required for the typical new employee, the selection and screening of applicants must begin in February to produce students who will enter school on 1 May and thus be ready for overseas assignments on 1 November.

3. Because TC/S personnel are vital to the operation of the Agency's Telecommunications System and because of our history of attrition in the TC/S category, OC maintains, in coordination with OP, a continuous program for identifying and interviewing prospective TC/S candidates. At the present time there are nine individuals who have met all pre-employment criteria; six others have been interviewed and are waiting clearances, and an additional 29 have been identified as potential candidates and are awaiting interviews with the OC

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Career Management Division. No formal commitment has been made to any of these individuals. It has been our experience that for every one hundred applications we review for a TC/S position, approximately 30 meet all the criteria for employment. Thus we are reasonably confident that in-depth screening of the current crop of 44 prospective candidates will produce 15 individuals who can be brought on board in the late April/early May time frame.

4. It is our conclusion, based on our attrition history, that the addition of the 15 new personnel on 1 May will not cause OC to exceed its authorized ceiling on 30 June 1974. We further believe that the average annual attrition experienced by OC (approximately personnel per year in calendar years 1971, 1972 and 1973) will be sufficient to offset our share of a possible FY-75 personnel cut.

5. In order that we may fill projected TC/S vacancies in an orderly fashion, your approval to recruit and hire 15 TC/S candidates on or before 1 May 1974 is requested.

Director of Communications

APPROVED: /s/ Harold L. Brown

24 FEB 1974
Date

DISAPPROVED: _____

Date

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